

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 8 April 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 14, Week of 1 - 7 April 1958.

1. Numbers in Clerical Induction Training. During the week of 1 April there were 15 people in Clerical Induction Training. Of those 2 were entering for the first time.

2. Numbers in Clerical Orientation Training. During the week of 1 April there were 11 people in Clerical Orientation.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for week of 1 April were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	2.	0
Typewriting	3	2

4. Instructor on Leave. [REDACTED] Instructor, Clerical Induction Training, is on annual leave for the week of 4 April through ~~the~~ 10 April 1958.

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Document No. 039 8NO CHANGE in Class. ~~100~~☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 9 March 1978 [REDACTED]

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UNCLASSIFIED